



Navigating eMaryland Marketplace Advantage



Learning Objectives

UPON COMPLETION OF THIS COURSE, YOU WILL BE ABLE TO:

- What is eMMA?
- Navigate the system,
- Receive solicitation notices,
- Identify where to submit bids, and
- Know where to obtain bid results.



Maryland State Procurement Principles

1. Providing for increased confidence in State procurements;
2. Ensuring fair and equitable treatment of all persons who deal with the State procurement system;
3. Providing safeguards for maintaining a State procurement system of quality and integrity;
4. Fostering effective broad-based competition in the State through support of the free enterprise system;
5. Promoting increased long-term economic efficiency and responsibility in the State by encouraging the use of recycled materials and environmentally preferable products and services.
6. Providing increased economy in the State procurement system;
7. Getting the maximum benefit from the purchasing power of the State;
8. Simplifying, clarifying, and modernizing the law that governs State procurement;
9. Allowing the continued development of procurement regulations, policies, and practices in the State; and
10. Promoting development of uniform State procurement procedures to the extent possible.





What is eMMA?



SOLUTIONS



Supplier
Management



Sourcing



Contract
Management



Procurement



Invoicing



Strategy &
Analytics

PLATFORM

Configuration

Workflow

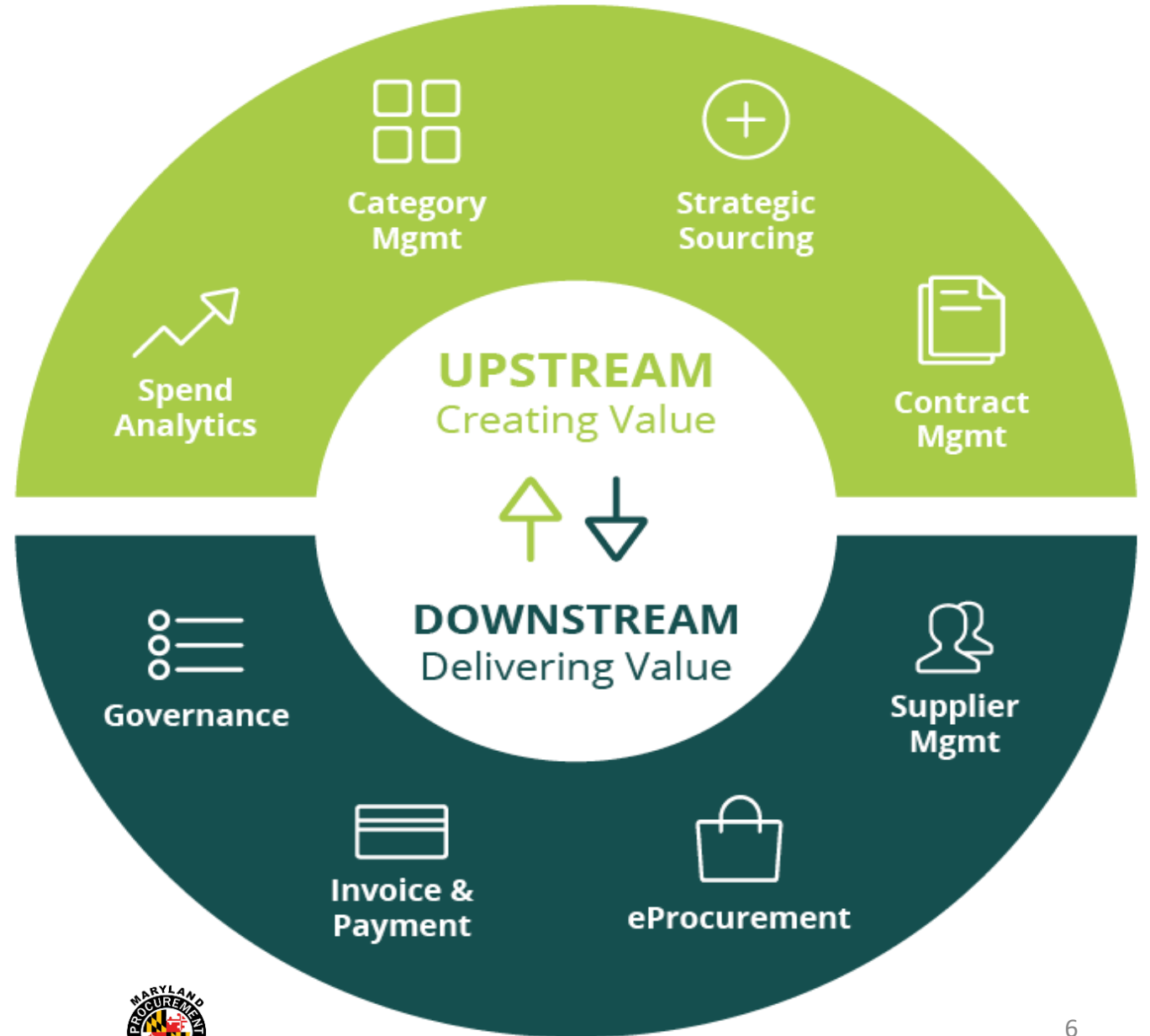
Reporting

Collaboration

Integration

Documents





Supplier Repository & Portal



Supplier Management



Strategic Sourcing



Contracts & Pricing



Procurement



Invoices & Payables



Strategy & Analytics

Integration Toolbox

Supplier
Info Management

Third-Party
Risk

Issues
Management

Improvement
Plans

Vendor MDM

Sourcing
Projects
&
RFX

Auctions

Category
Action Plans

Bills of
Materials

Contract
Management

Pricelist &
Catalogs

Contract
Authoring

Assets &
Tooling

Item &
Service MDM

Purchase
Requisitions

Purchase
Orders

Goods
Receipts

Budget
Tracking

Complex
Services

Invoices &
Payments

Invoice Data
Capture

Accruals

Expenses

Early
Payments

Spend
Analysis

Savings
Tracking

Performance
Evaluation

Program
Management

Advanced
Analytics

Reporting Toolbox

Buyer Repository & Portal

eM@RKETPLACE 5.0 BRIDGING TO THE FUTURE STATE

ONE SINGLE PORTAL

USING APPROVAL PROCESSES & WORKFLOWS TO GATE ALL TRANSACTIONS

PROJECT MGMT
CONTRACT MGMT/MIGRATION
OVER TIME
WK 35

INITIAL
GO LIVE
LIKE-FOR-LIKE
JUNE 20
SOURCING (BASIC)
1.0

SUPPLIER DATA
SPEND ANALYTICS
1.2 WK 51
END PERISCOPE
60 WEEK TIMELINE

DATA MIGRATION

3 OPTIONS TO
SUIT YOUR NEEDS
→ OVER TIME
→ LIFT 'N' SHIFT
→ INTEGRATE

WE'LL START
WHEREVER YOU
WANT US TO

"TYPICALLY,
FIREWALL IS THE
DELINEATOR,
BUT WE CAN
GO BEHIND IT
IF YOU ASK US TO"

PROJECT TIMELINE
WATERFALL/
AGILE HYBRID
HYPERCARE - YOUR FIRST
LINE OF DEFENSE ON ALL ISSUES

SHARED
RESPONSIBILITY
ACROSS OUR TEAM
AND WITH YOU

AVENGERS
PROJECT TEAM
PARTNERS WITH
YOU, UPSTREAM
AND DOWN

FOR THE LONG HAUL

STATESIDE TEAM
• PROJECT MGR
• SYSTEM ARCHITECTS
• SYS ADMINS
• PROCUREMENT SMEs
• CHANGE LEADERS
• TESTERS

STRONG SUPPLIER
ENABLEMENT

SIMPLIFICATION
THROUGH
CONSOLIDATION

DIGITIZE STREAMLINE* EMBED*

CHANGE MANAGEMENT
VISUALIZE & GATHER
GET A CLEAR PICTURE

COMPLIANCE → COMMITMENT
CONNECT WITH STAKEHOLDERS
RESOURCE CREATION
VIDEO SNIPPETS
TRAIN THE TRAINER
ASSESSMENT
COMMUNICATION
DEVELOP ALIGN

Dialogue

BUILD THE CONTEXT
FOR SUCCESS

STRENGTHEN
THE 'CHANGE MUSCLE'

DEVELOP FLEXIBILITY
& RELATIONSHIPS

VENDOR
ENABLEMENT

SOURCING
& SOLICITATION

CATALOGUE

CONTRACTING

P-CARD
PROCESSING

SPEND/
DATA
ANALYTICS

MBE VSBE
SOP 1 PREFERRED

SMALL
BUSINESS
ENTERPRISE

INVOICING

Is your
business
registered in
eMMA?



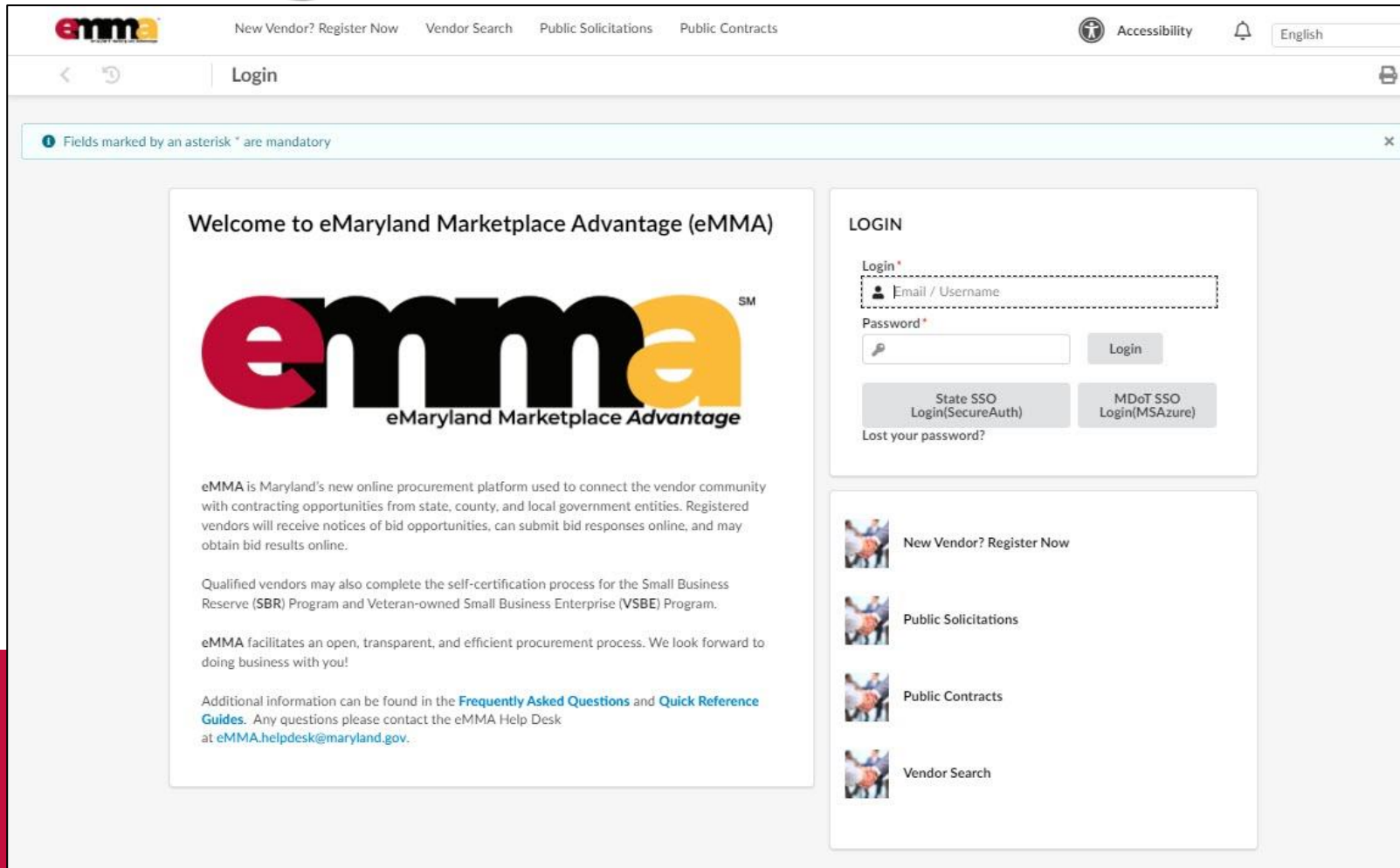


Navigate the System

emma.Maryland.gov



How to Log In to eMMA



The screenshot shows the eMMA login page. At the top, there is a navigation bar with links: "New Vendor? Register Now", "Vendor Search", "Public Solicitations", and "Public Contracts". On the right of the navigation bar are links for "Accessibility", a bell icon, and "English". Below the navigation bar is a "Login" button. A message bar states: "Fields marked by an asterisk * are mandatory". The main content area is divided into two columns. The left column contains a welcome message: "Welcome to eMaryland Marketplace Advantage (eMMA)", the eMMA logo, and a description of the platform. The right column contains a "LOGIN" section with fields for "Login*" (Email / Username) and "Password*", a "Login" button, and links for "State SSO Login(SecureAuth)", "MDoT SSO Login(MSAzure)", and "Lost your password?". Below the login section is a list of links: "New Vendor? Register Now", "Public Solicitations", "Public Contracts", and "Vendor Search".

Welcome to eMaryland Marketplace Advantage (eMMA)

eMMA
eMaryland Marketplace Advantage

eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Login*

Email / Username

Password*

Login

State SSO Login(SecureAuth)

MDoT SSO Login(MSAzure)

Lost your password?

New Vendor? Register Now

Public Solicitations

Public Contracts

Vendor Search



Lost your password?

emma.helpdesk@maryland.gov

LOGIN

Login *

Password *

Login

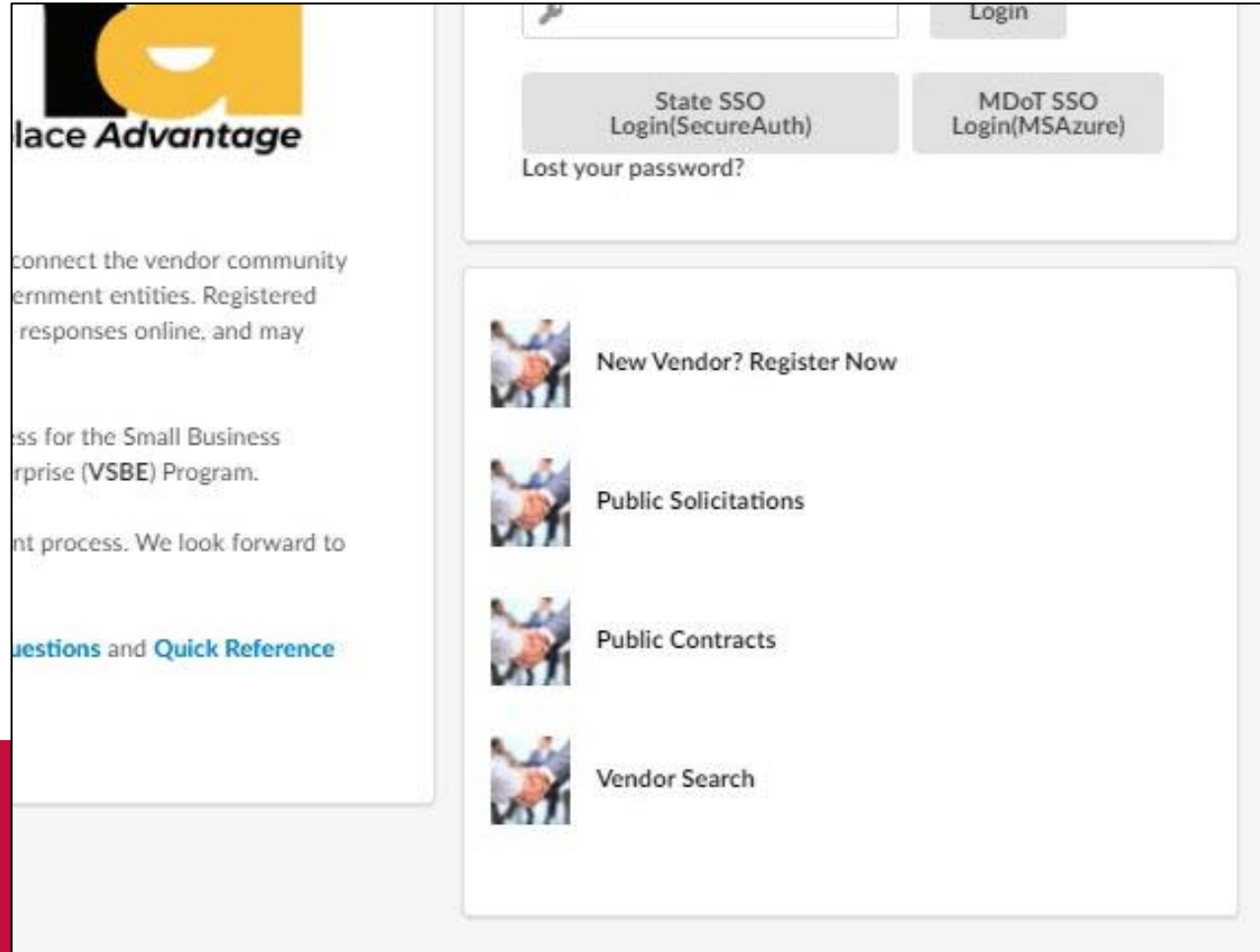
State SSO Login(SecureAuth)

MDoT SSO Login(MSAzure)

Lost your password?



Login Page Features



New Vendor? Register Now

[Vendor QRGs](#)

Registration

Registration in eMMA is a 2-step process:

1. Initial form establishes the Supplier record
2. Once initial Supplier record is established, you login to customize the following:
 - Contacts
 - Commodities and Service Areas
 - Diversity Credentials
 - Add any other information you wish and save!



Vendor Searches Done by State Procurement Professionals

Identify State Certified Small Businesses

Identify State Certified Veteran-owned Small Businesses

Search for vendors who perform specific services

Search for vendors who provide specific products

Search for vendors who services specific areas of the state (by county)

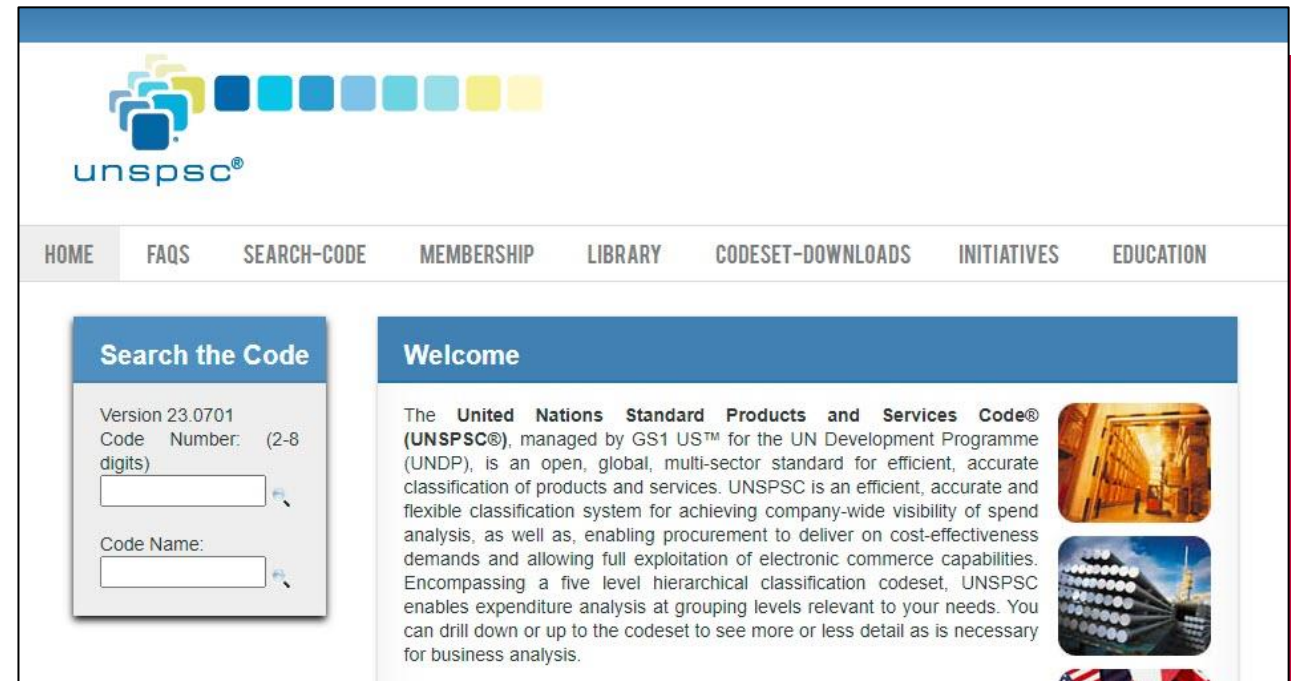


UNSPS Codes

United Nations Standard Products and Services Codes

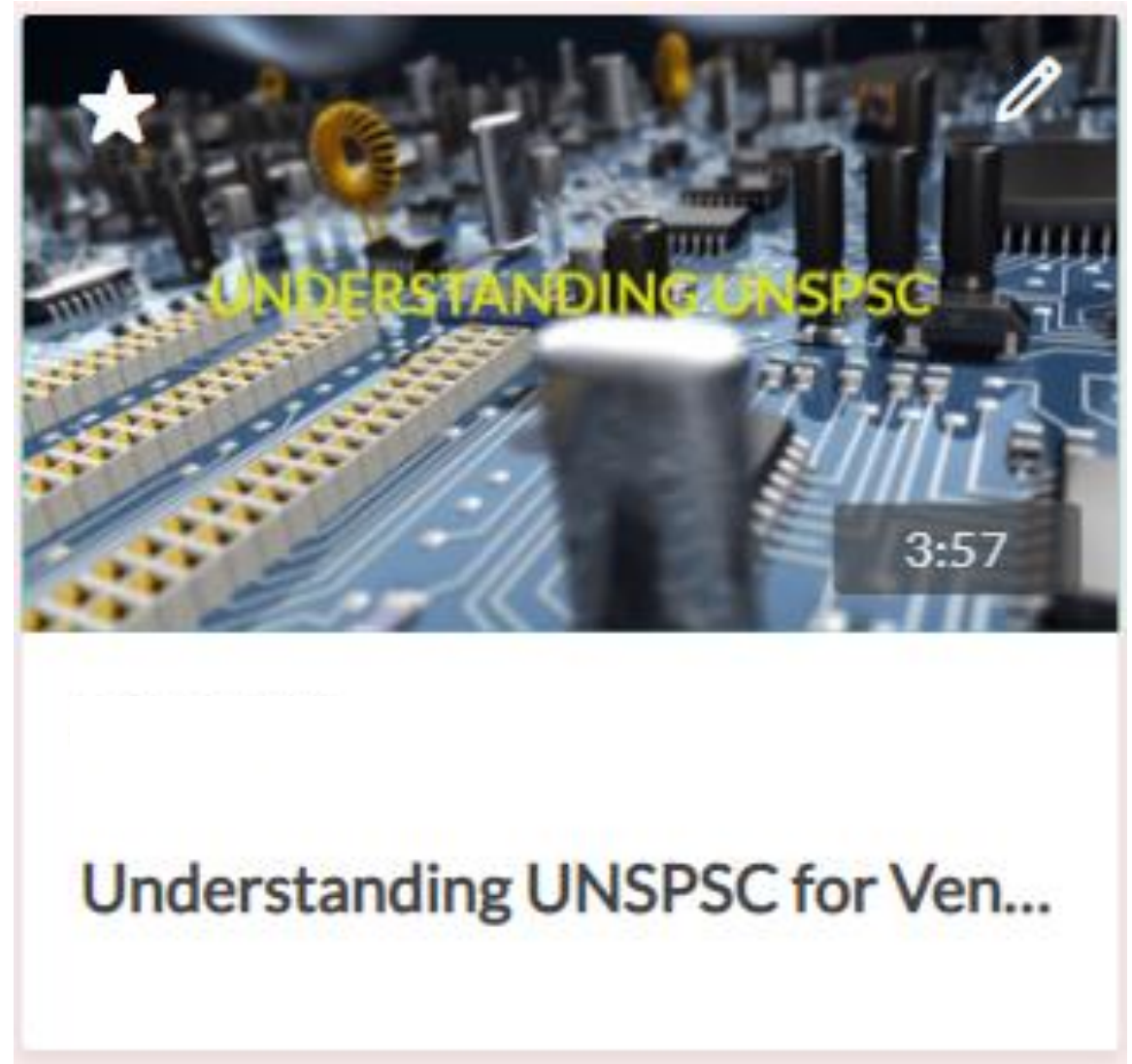
<https://www.unspsc.org/search-code>

- Universal 8-digit coding system
- Categorizes & codes
- Products & services



UNSPSC and NAICS

- **Short video**
<https://www.gotostage.com/channel/emmavendortraining>
- **eMMA = UNSPSC**
- **MBE = NAICS**



eMMA as a Business Tool

Welcome to eMaryland Marketplace Advantage (eMMA)



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LOGIN

Login*

 Email / Username

Password*



Login

State SSO Login(SecureAuth)

MDOT SSO Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search



Have you
responded to
a solicitation?





Public Solicitations

eMMA as a Business Tool

Filters Status: Open x Keywords: paint x

ID	Title	Status	Due / Close Date UTC-4	Publish Date	Main Category	Solicitation Type	Issuing Agency	B
BPM028839	Invitation for Bids No. 2022-44 Latex Paint Recycling	Open	4/20/2022 11:00:00 AM	3/25/2022	Recycling services	Public Notice	Howard County Government	
BPM028754	BAA535180 - Cleaning and Painting of Existing Bridges in Baltimore County	Open	4/28/2022 12:00:00 PM	3/22/2022	Heavy construction services	Public Notice	Maryland Department of Transportation	
BPM028736	Belair Mansion Exterior Wood Trim Painting Project	Open	4/19/2022 2:00:00 PM	3/21/2022	Commercial Painting Services	Public Notice	City of Bowie	
BPM028419	22-218 - Cleaning and Painting of Various Bridges	Open	4/6/2022 1:00:00 PM	3/7/2022	Commercial Painting Services	Public Notice	Harford County Government	
BPM028407	The Foxwell Dorm Interior Painting Project	Open	4/4/2022 12:00:00 AM	3/6/2022	PAINTING SERVICES	Request for Information & Pricing	Maryland Schools for the Deaf	
BPM023296	IFB HR-21-1001, Metro - Emergency Egress Hatch Warning Painting	Open	4/21/2021 4:00:00 PM	4/21/2021	Manufacturing Components and Supplies	IFB: Invitation for Bid	Maryland Department of Transportation	



eMMA as a Business Tool

BPM028505	LLY-421-22 IFB Rebid 2B and 9B Northeast Area Middle School - New School Construction	Open	4/7/2022 4:00:00 PM	3/10/2022	Building and Facility Construction and Maintenance Services	Public Notice	Baltimore County Public Schools
BPM028412	Allegany High School - Field House	Open	4/6/2022 3:00:00 PM	3/7/2022	Nonresidential building construction services	Public Notice	Board of Education of Allegany County
BPM028411	Allegany High School - Field House	Open	4/6/2022 3:00:00 PM	3/7/2022	Nonresidential building construction services	Public Notice	Board of Education of Allegany County
BPM028391	Casey Community Center Pedestrian Bridge Replacement	Open	3/30/2022 5:00:00 PM	3/4/2022	Structures and Building and Construction and Manufacturing Components and Supplies	Public Notice	City of Gaithersburg
BPM028384	Stormwater Best Management Practices at Greensboro VFC	Open	4/4/2022 2:00:00 AM	3/4/2022	Structures and Building and Construction and Manufacturing Components and Supplies	Public Notice	Caroline County Government

1

2

>

31 Result(s) Result(s)



Search by Category

Category

painting

Status

Open

31211900 - Paint applicators and painting accessories

60121001 - Paintings

72151300 - Painting and paper hanging services

72151301 - Residential Painting Services

72151302 - Commercial Painting Services

73181104 - PAINTING SERVICES

86131505 - Painting

See All

[Status](#) [Due / C](#)

Open 4/19/2

Open 5/5/2



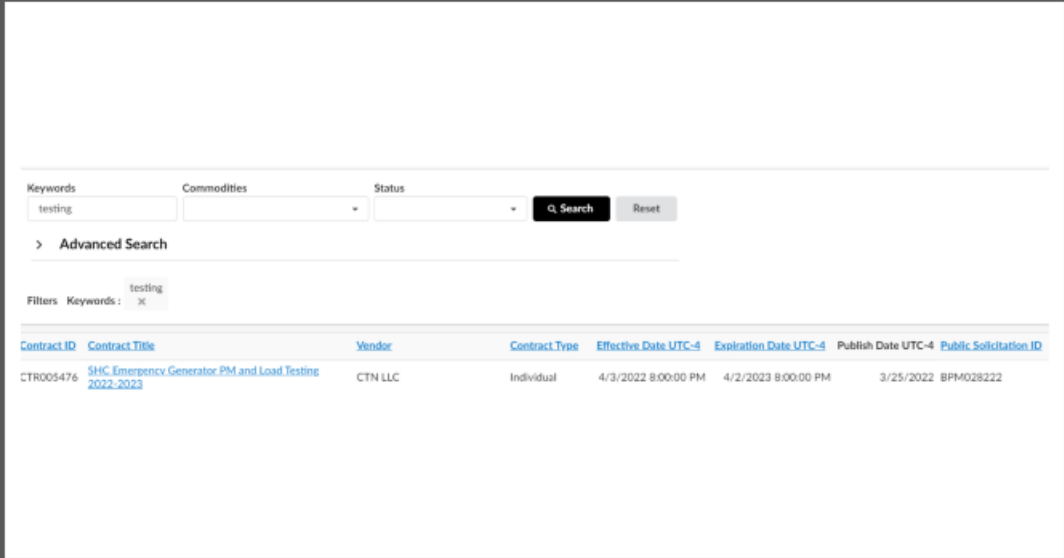


Public Contracts

Searching Awarded Contracts

Sort by:

- Contract Title
- Vendor
- Contract Type
- Effective Date
- Expiration Date



The screenshot displays a web-based search interface for awarded contracts. At the top, there are input fields for 'Keywords' (containing 'testing'), 'Commodities', and 'Status', followed by 'Q Search' and 'Reset' buttons. Below this is an 'Advanced Search' section with a 'Filters' tab and a 'Keywords' input field containing 'testing'. The main part of the interface is a table of search results.

Contract ID	Contract Title	Vendor	Contract Type	Effective Date UTC-4	Expiration Date UTC-4	Publish Date UTC-4	Public Solicitation ID
CTR005476	SHC Emergency Generator PM and Load Testing 2022-2023	CTN LLC	Individual	4/3/2022 8:00:00 PM	4/2/2023 8:00:00 PM	3/25/2022	BPM028222

26

Keywords

testing

Commodities

Status

Q Search

Reset

> Advanced Search

Filters

Keywords :

testing

X

Contract ID	Contract Title	Vendor	Contract Type	Effective Date UTC-4	Expiration Date UTC-4	Publish Date UTC-4	Public Solicitation ID
CTR005476	SHC Emergency Generator PM and Load Testing 2022-2023	CTN LLC	Individual	4/3/2022 8:00:00 PM	4/2/2023 8:00:00 PM	3/25/2022	BPM028222

Awarded Contracts are good for...?

- **Solicitation Documents**
- **Solicitation information**
- **Procurement Officer Contact**
- **Bid Tabulations**

Bid Tabulation

Vendor Name	Total Bid Amount
GREENTECHFUEL MANAGEMENT INC	32,069.00
CTN LLC	29,715.00
2 Result(s) Result(s)	

Small and Minority Business Searches

The screenshot shows the 'Public Contracts' search page. At the top, there are navigation links: 'New Vendor? Register Now', 'Vendor Search', 'Public Solicitations', and 'Public Contracts'. Below these is a search bar with 'Public Contracts' entered. A system update message is displayed: 'System updates were completed 11/23/2023. Please login to view a summary of changes [here](#) or request a copy by email to [CHMA Helpdesk](#).' The search filters are as follows: 'Keywords' (empty), 'Commodities' (empty), 'Status' (dropdown menu with 'Active' selected), 'Jurisdiction' (dropdown menu with 'MD' selected), and 'Search' and 'Reset' buttons. Under the 'Advanced Search' section, there are checkboxes for 'Vendor', 'Authority', 'Solicitation', 'Agency', and 'Sub-Agency'. The 'Sub-Agency' section has checkboxes for 'SBE Goal?' (checked), 'Statewide Contract', 'HMB Sub-Goal?' (checked), 'Green Contract', and 'DBE Goal?'. The 'Federal Funding' checkbox is also present. At the bottom, there are filters for 'Filter' (Status), 'Active' (checked), 'SBE Goal' (checked), and 'DBE Goal' (checked).

The screenshot shows the search results table. The table has columns for 'Contract ID', 'Contract Title', 'Status', 'Award Date', 'Contract Value', 'Contract Type', and 'Contract Description'. The first row is highlighted in blue. The table contains several rows of data. A red circle highlights the 'Minority-Owned' filter in the top left corner of the table. Another red circle highlights the 'DBE Goal' filter in the bottom left corner of the table.



[New Vendor? Register Now](#)[Vendor Search](#)[Public Solicitations](#)[Public Contracts](#)

Public Contracts

i System updates were completed 11/23/2020. Please login to view a summary of changes [here](#) or request a copy by email to [eMMA Helpdesk](#).

Keywords

Commodities

Status

Active x



Search

Reset

Advanced Search

Vendor

Authority

☐

SBE Goal?

☐

Statewide Contract

Solicitation

Agency

☐

MBE Sub-Goals?

☐

Green Contract

Sub Agency

☒

VSBE Goal

☐

DBE Goal?

☐

Federal Funding

Filters Status: Active x VSBE Goal: x

[New Vendor? Register Now](#)[Vendor Search](#)[Public Solicitations](#)[Public Contracts](#)[Accessibility](#)[English](#)

Public Contracts

System updates were completed 11/23/2020. Please login to view a summary of changes [here](#) or request a copy by email to [eMMA Helpdesk](#).

Keywords

Commodities

Status



Search

Reset

Advanced Search

Filters Status: Active VSBE Goal: ✓

[Contract Title](#)[Vendor](#)[Contract Type](#)[Effective Date](#)[Expiration Date](#)[Public Solicitation ID](#)[MAA-SV-20-008, Utility Designating & Miss Utility Ticket Processing at BWI Thurgood Marshall & MTN Airports](#)

Century Engineering

Individual

11/1/2020 7:00:00 PM

10/31/2025 7:00:00 PM

[MDTA 2019-01 A Construction Management and Inspection Services](#)

WSP USA Inc - Wallace Montgomery & Associates LLP a Joint Venture

Individual

9/30/2020 7:00:00 PM

9/29/2025 7:00:00 PM

[MDTA 2018-01 A Comprehensive Project Planning and Miscellaneous Consulting Services](#)

RK&K

Individual

9/30/2020 7:00:00 PM

9/29/2025 7:00:00 PM

[MDTA 2019-01 A Construction Management and Inspection Services](#)

Stantec-EBA A JV for MDTA 2019-01A

Individual

9/30/2020 7:00:00 PM

9/29/2025 7:00:00 PM BPM014590

[MDTA 2019-01 A Construction Management and Inspection Services](#)

AECOM Technical Services, Inc.

Individual

9/30/2020 7:00:00 PM

9/29/2025 7:00:00 PM BPM014590

[MDTA 2019-01 A Construction Management and Inspection Services](#)

Development Facilitators Pennoni Associates CES Consulting

Individual

9/30/2020 7:00:00 PM

9/29/2025 7:00:00 PM BPM014590

[MDTA 2019-01 A Construction Management and Inspection Services](#)

Whitman Requardt and Associates, LLP

Individual

9/30/2020 7:00:00 PM

9/29/2025 7:00:00 PM BPM014590

[MDTA 2019-01 A Construction Management and Inspection Services](#)

RK&K

Individual

9/30/2020 7:00:00 PM

9/29/2025 7:00:00 PM BPM014590

[Glen Burnie Site Renovations](#)

Greenbridge Construction Inc

Individual

9/30/2020 7:00:00 PM

7/14/2021 6:00:00 PM BPM019640

[Unarmed Guard Services at DPSCS Division of Parole & Probation - 10 Locations](#)

Trust Consulting Services Inc.

Individual

8/28/2020 6:00:00 PM

8/27/2023 6:00:00 PM BPM019387

[BCS 2018-08 F Construction Management and Inspection \(CM\) Services, District 5, 7 and Statewide](#)

Urban Engineers, Inc./ATCS P.L.C./McCormick Taylor, Inc. JV

Individual

9/19/2020 7:00:00 PM

9/18/2025 7:00:00 PM

[B-300-201-001 Resealing / Repair of Windows & Masonry Caulking at the Peoples Resource Center](#)

East Coast Building Services, Inc.

Individual

5/25/2020 6:00:00 PM

5/25/2021 6:00:00 PM BPM017768

[Frederick Campus - Veditz Building Renovation;](#)

Quinn Evans Architects

Individual

9/11/2020 7:00:00 PM

2/16/2023 7:00:00 PM BPM016422

[Armed Guard Services at Maryland Military Department Installations](#)

Trust Consulting Services Inc.

Individual

7/31/2020 6:00:00 PM

7/30/2023 6:00:00 PM BPM019192

[AUDIT SERVICES FOR MARYLAND STATE AGENCIES, MASTER CONTRACT 18 OF 18, \\$6,000,000 NTE](#)

SC&H Attest Services, P.C.

Master With Secondary Competition

8/31/2020 6:00:00 PM

8/29/2025 6:00:00 PM BPM017295

1 2 3 4 5 6 > 82 Results



Vendor Search

Search Tools

- Keyword
- Commodity
- Company Names
- Vendor ID
- Country
- State
- Areas Served
- VSBE and/or SBR

The screenshot displays the eMMA search tool interface. At the top, there are three colored bars: yellow, red, and black. Below these are search filters for Keywords (containing 'painting'), Commodities, and Areas Served. There are also fields for Company Name, eMMA Vendor ID, Country (set to UNITED STATES), and State. A section for 'Levels related with the supplier' includes checkboxes for VSBE Vendor and SBR Vendor, and a dropdown for Group/Entity. A 'Search' button and a 'Reset' button are present. Below the filters, a 'Filters' summary shows 'Country: UNITED STATES', 'Levels related with the supplier: Group Entity', and 'Keywords: painting'. The results are shown in a table with columns: eMMA Vendor ID, Company Name, City, State, Postal Code, Vendor Contact, AP Invoice Phone, and AP Invoice Email. Two results are listed: Symmetric Painting LLC and agile painting systems.

eMMA Vendor ID	Company Name	City	State	Postal Code	Vendor Contact	AP Invoice Phone	AP Invoice Email
SUP018030	Symmetric Painting LLC	Elkton	MD	21921	Laki Paliouras	4103987717	info@symmetricllc.com
SUP379945	agile painting systems	Baltimore	MD	21229	STEVE HERRING	4108050351	info@agilepainting.com

Keywords

painting

Commodities

Areas Served

Search

Reset

Company Name

eMMA Vendor ID

Country

UNITED STATES

State

Levels related with the supplier

Group, Entity

☐ VSBE Vendor

☐ SBR Vendor

Filters

Country: UNITED STATES

Levels related with the supplier:

Group

Entity

Keywords:

painting

X

eMMA Vendor ID	Company Name	City	State	Postal Code	Vendor Contact	AP Invoice Phone	AP Invoice Email
SUP018030	Symmetric Painting LLC	Elkton	MD	21921	Laki Paliouras	4103987717	info@symmetricllc.com
SUP379945	agile painting systems	Baltimore	MD	21229	STEVE HERRING	4108050351	info@agilepainting.com



Areas Served

- Maryland
- Counties in Maryland
- Combinations

Areas Served

Maryland

Allegany (MD)

Anne Arundel (MD)

Baltimore (MD)

Baltimore City (MD)

Calvert (MD)

Caroline (MD)

Carroll (MD)

Cecil (MD)

Charles (MD)

Q Search

Reset

painting

X

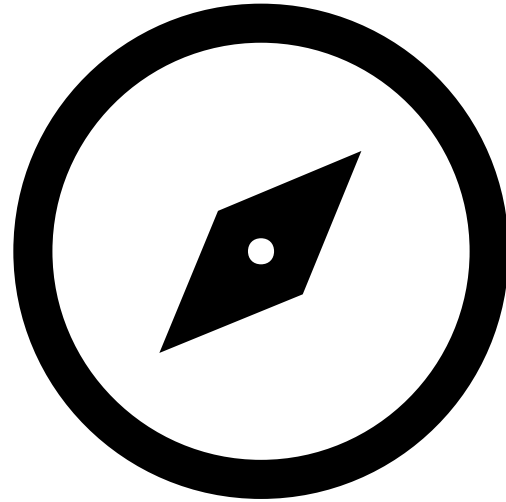
Phone

AP Invoice Email

Do you have
a contract
with the
State?



Navigate the Interface



Navigate the Homepage



General Info.

Sourcing

Contracts

Vendor Dashboard

Announcements

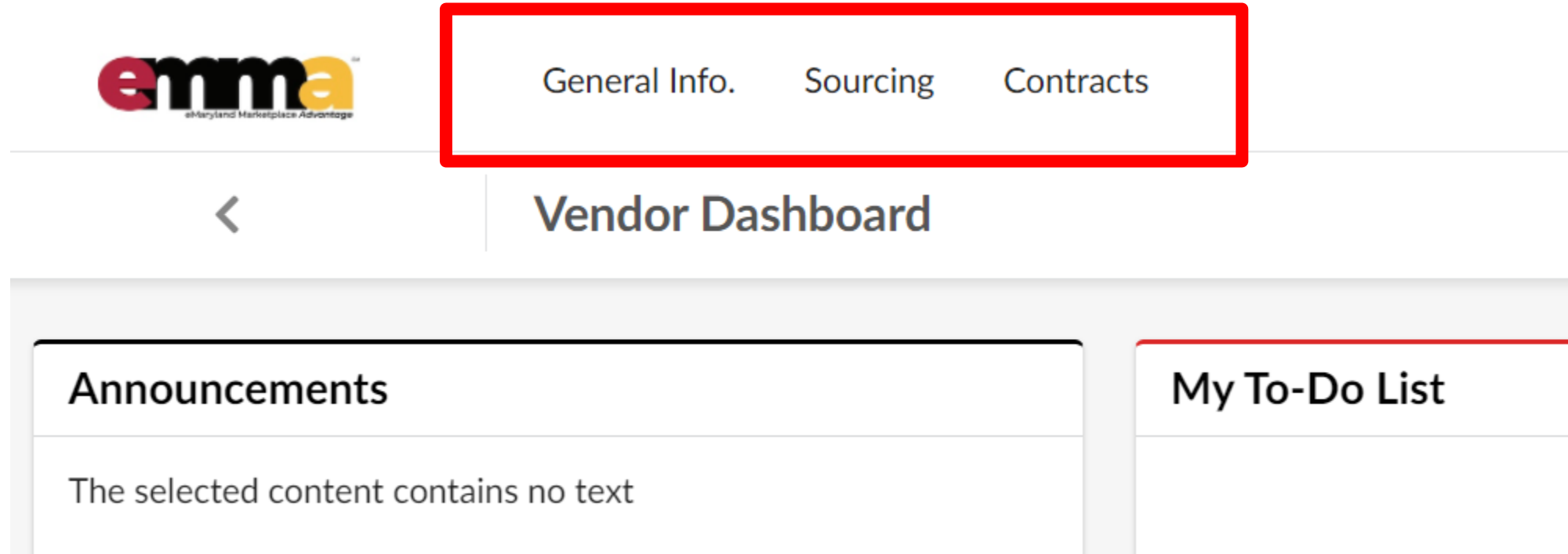
The selected content contains no text

My To-Do List

The eMMA icon: This icon is present on any page in eMMA. Click it to return to the homepage at any time.



Navigate the Homepage



The module tabs: These tabs are at the top of the screen on most pages throughout eMMA for quick navigation between projects.



Navigate the Homepage



From left to right

- Back (left chevron)
- Navigation History (backwards clock icon)
- My Favorites (star icon)

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LOGIN

Login *

Password *



Login

State SSO
Login(SecureAuth)

MDoT SSO
Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search

Step 1: REGISTER

 Fields marked by an asterisk * are mandatory

We'd love to connect with you, but first tell us all about your company!

Company Information

Legal Name*

en

Tax ID Type*

Company Name (DBA) ⓘ*

DBA or Trade Name

Tax ID ⓘ*

Do You Have a DUNS Number?

- ☐ Yes
- ☐ No
- ☐ I don't know

DUNS ⓘ

Main Address

Address*

Address Line 2 ⓘ

Enter Apartment, Suite, or Unit Number

City*

en

State/Territory/Province*

Postal Code*

Country*

Step 1

Subject

Your eMMA Vendor Self-Registration has been Approved

Message

Dear Sini Jacob,

Your Vendor self-registration to eMaryland Marketplace Advantage (eMMA) has been approved.

Please sign in using your email address as your username and the password you set on the registration page.

If needed, use the link '[Lost your password?](#)'

If you have questions or concerns, contact the Help Desk at eMMA.helpdesk@maryland.gov

 eMMA_logo_SM__1_.jpg

This is an automatically generated e-mail, please do not reply



Step 2: SUPPLIER SETUP

Subject

Invite to eMaryland Marketplace Advantage (eMMA)

Message

Dear Apple Whosit,

You have just been assigned access to the eMaryland Marketplace Advantage (eMMA) application for the supplier Whosits & Whatsits with the following login ID:

apple@whosit.com

You now have to set a password on the following page [set password](#).

You will then be allowed to connect to eMMA at [login](#).

This is an automatically generated email, please do not reply. Reach out to eMMA.helpdesk@maryland.gov if you need assistance.

 eMMA_logo_SM__1_.jpg

This is an automatically generated e-mail, please do not reply



ASSIGNING & INVITING CONTACTS

emma

Vendors Sourcing Contracts Analytics Admin Integration

< ↺ ☆ Vendor: SUP029243 - Whosits & Whatsits (Registered) Search ⓘ

Save & Close Save Start On-Boarding Create RFI

Fields marked by an asterisk * are mandatory

Supplier Overview Company Information

Contacts

Credentials Qualifications Activity Workflow

Vendor Contacts

+ Create Contact Select Existing Contact

Contact	Login ⓘ	Role(s)	Other assigned vend
Whosit Apple		Admin Primary Contact	
Whosit Banana		Primary Contact Sales	
Whosit Cranberry		Accounting	

[Page] [Missing texts] [Update texts] [D] [\$] [V] [E] [C] [Site map] [Legal mentions]

1. Admin identified
2. Primary Contact identified

- Assign the PRIMARY CONTACT role to anyone you wish to ensure gets solicitation notifications!

SELECT COMMODITY/SERVICE CODES

Select at the main (top-level) tiers in addition to niche-specific categories

The screenshot displays the eMMA (Enterprise Management and Monitoring Application) interface. The main page is titled 'Company Info' and includes a sidebar with navigation links: Company Info, Contacts, Credentials, and Qualifications. A warning message states: 'This environment is used for Training - The'. Below this, a note indicates that fields marked with an asterisk are mandatory and that the expected date format is M/d/yyyy. The 'Additional Information' section contains a dropdown for 'Areas Servicing' with selected options: Maryland, Baltimore (MD), and Frederick (MD). Below this is a 'Commodities' field, which currently shows '0 Result(s)'. A 'Commodity selector' modal is open, displaying a list of commodity codes and their descriptions. The selected commodity is '23150000 - Industrial process machinery and equipment and supplies'. The modal also includes a 'Check all' button and a list of other commodity codes.

Commodity selector

- ☐ Check all
- ☐ 10000000 - Live Plant and Animal Material and Accessories and Supplies
- ☐ 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- ☐ 12000000 - Chemicals including Bio Chemicals and Gas Materials
- ☐ 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- ☐ 14000000 - Paper Materials and Products
- ☐ 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- ☐ 20000000 - Mining and Well Drilling Machinery and Accessories
- ☐ 21000000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
- ☐ 22000000 - Building and Construction Machinery and Accessories
- ☒ 23000000 - Industrial Manufacturing and Processing Machinery and Accessories
 - ☐ 23100000 - Raw materials processing machinery
 - ☐ 23120000 - Textile and fabric machinery and accessories
 - ☒ 23130000 - Lapidary machinery and equipment
 - ☐ 23140000 - Leatherworking repairing machinery and equipment
 - ☒ 23150000 - Industrial process machinery and equipment and supplies
 - ☐ 23160000 - Foundry machines and equipment and supplies
 - ☐ 23180000 - Industrial food and beverage equipment
 - ☐ 23190000 - Mixers and their parts and accessories
 - ☐ 23200000 - Mass transfer equipment
 - ☐ 23210000 - Electronic manufacturing machinery and equipment and accessories

Small Business Reserve

- If you are not enrolled in the SBR program, can apply in eMMA.
- If enrolled, be sure to list your information!

The screenshot shows a web application interface for the Small Business Reserve (SBR) program. The form is titled "Procurement Programs" and "State Programs". It asks if the user's company is currently enrolled in the SBR program. Below this, there are three rows of questions: "Is your company currently enrolled in the following program?", "Veteran-Owned Small Business Enterprise (VOSBE)", and "Minority-Owned Business Enterprise (MBE)". Each row has a "Yes" or "No" radio button and an "Apply for the SBR Program?" button. The "Apply for the SBR Program?" button is highlighted with a red box. Below the form, there is a note: "Click the Apply for the SBR Program? field and select Yes from the drop-down menu that opens." The form is part of a larger application process, as indicated by the "Company Info" and "Procurement Info" tabs on the left.

Company Info

Contacts

Documents

Qualifications

Payment Info

Save

Answer Questionnaire

Procurement Programs

State Programs

For information regarding the programs listed below, [click here](#).

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR) *

No

Apply for the SBR Program? ⓘ *

No

Veteran-Owned Small Business Enterprise (VSBE) *

No

Apply for the VSBE Program? *

No

Minority-Owned Business Enterprise (MBE) *

No

If you want to apply for the MBE program, [click here](#).

Click the **Apply for the SBR Program?** field and select **Yes** from the drop-down menu that opens.

State Programs

For information regarding the programs listed below, [click here](#).

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR)

No

Apply for the SBR Program? ⓘ

Yes

Veteran-Owned Small Business Enterprise (VSBE) *

No

Apply for the VSBE Program?

No

Minority-Owned Business Enterprise (MBE) *

No

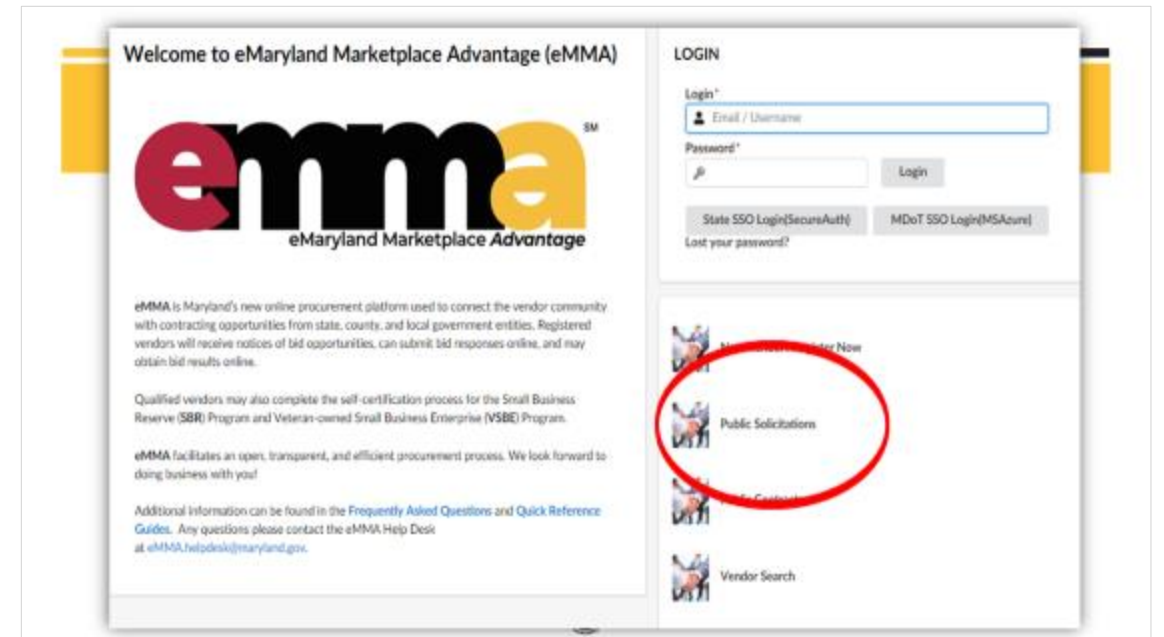
If you want to apply for the MBE program, [click here](#).

Other ways!

- Check for State Agency procurement websites
- View the Procurement Forecast published by the Governor's Office for Small, Minority & Women Business Affairs

or

Browse eMMA's
Public Solicitations!



Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Login*

 Email / Username

Password*



Login

State SSO Login(SecureAuth)

MDoT SSO Login(MSAzure)

[Lost your password?](#)



New Vendor? [Register Now](#)



Public Solicitations






Public Contracts



Vendor Search

EMMA'S PUBLIC SOLICITATIONS PAGE

[New Vendor? Register Now](#) [Vendor Search](#) [Public Solicitations](#) [Public Contracts](#)

 [Accessibility](#) 


[Public Solicitations](#)

Keywords

Category

Status

Open

 Search

Reset

[Advanced Search](#)

Filters Status: Open

ID	Title	Status	Due / Close Date	Publish Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMM ID
BPM026184	ABERDEEN MARC STATION CONNECTIVITY ENHANCEMENT	Open	10/29/2021	10/15/2021	Concrete installation and repair services	Public Notice	City of Aberdeen		
BPM026048	Project No. 2021-05 On-Call Landscape Architect/Civil Engineering Services for Park Development	Open	10/26/2021	10/15/2021	Professional engineering services	IFB: Invitation for Bid	Baltimore County Government		
BPM025971	CMREC Headquarters Design Bid/Build	Open	10/19/2021	10/15/2021	Structures and Building and Construction and Manufacturing Components and Supplies	Public Notice	University of Maryland - College Park		
BPM026301	RFB No. B-1660 On-Call Bridge Services	Open	11/17/2021	10/15/2021	BRIDGE CONSTRUCTION AND REPAIR SERVICE	Public Notice	Baltimore County Government		
BPM026290	FY22 Winter Crab Dredge Survey	Open	11/5/2021	10/15/2021	Dredging service	Request for Information & Pricing	Department of Natural Resources		
BPM026303	Annual Maintenance for the Motor Vessel Port Endeavor	Open	11/3/2021	10/15/2021	Water transport vessel maintenance and repair services	Public Notice	Maryland Port Administration	View	
BPM026302	Harriet Tubman Underground Railroad Visitor Center Janitorial Services IFB	Open	11/5/2021	10/15/2021	Cleaning and janitorial supplies	Request for Information & Pricing	Department of Natural Resources		
BPM025548	BA-108-222-003 Replace Air Compressor @ Annapolis Data Center	Open	10/25/2021	10/15/2021	Heating and cooling and air conditioning HVAC construction and maintenance services	IFB: Invitation for Bid	Department of General Services		
BPM026110	Intelligent Transportation Systems (ITS) Field Hardware Maintenance	Open	11/1/2021	10/15/2021	Electrical system services	Public Notice	Maryland Transportation Authority		

[\[Site map\]](#) [\[Legal mentions\]](#)

eMaryland Marketplace Advantage (eMMA) v2.0 ©

[New Vendor? Register Now](#)[Vendor Search](#)[Public Solicitations](#)[Public Contracts](#)

Public Contracts

i System updates were completed 11/23/2020. Please login to view a summary of changes [here](#) or request a copy by email to [eMMA Helpdesk](#).

Keywords

Commodities

Status

Active x



Q Search

Reset

Advanced Search

Vendor

Authority

☐ SBE Goal?

☐ Statewide Contract

Solicitation

Agency

☐ MBE Sub-Goals?

☐ Green Contract

Sub Agency

☒ VSBE Goal

☐ DBE Goal?

☐ Federal Funding

Filters Status : Active x VSBE Goal : x



Responding to solicitations

Click **Sourcing** on the top ribbon; then click **Public Solicitations**.

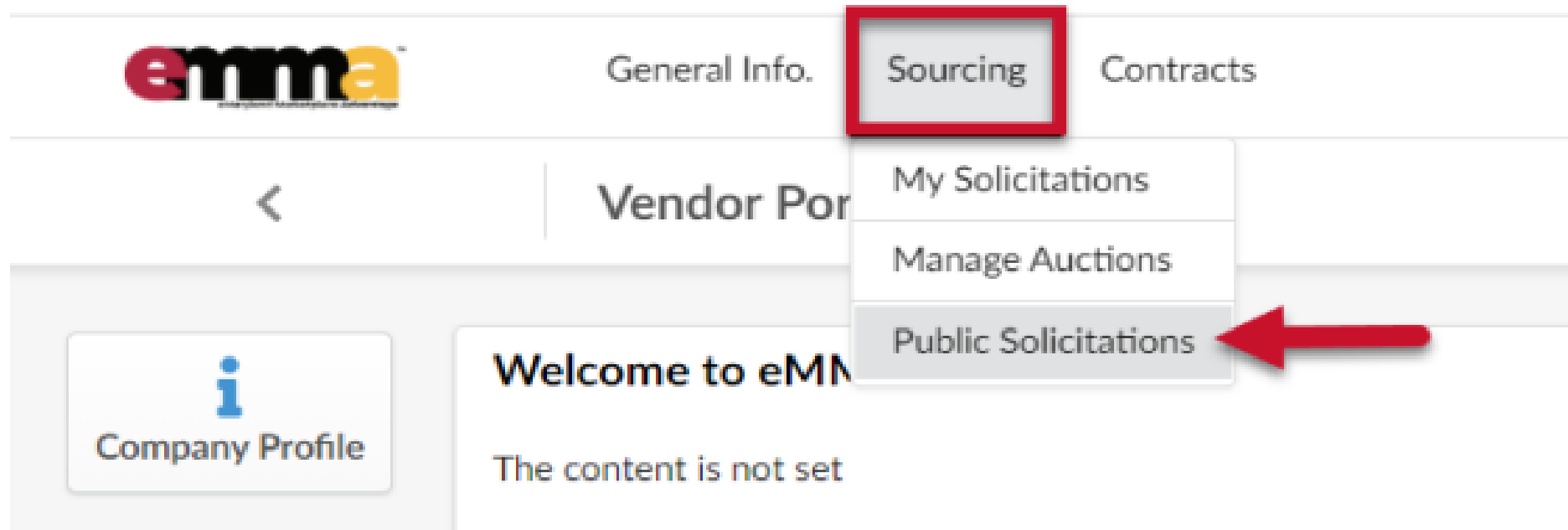


Figure 2: Sourcing drop-down menu and Public Solicitations button.

From the list of **Public Solicitations** results, choose the one you want to respond to by clicking the title of the solicitation.

ID	Title	Status	Due / Close Date	Main Category
BPM021696	On-Call Cable Installation	Open	12/18/2020	FIBER OPTIC CABLE
BPM021813	IFB Invite for Bid Test 1	Open	12/1/2020	Dogs
BPM021643	Emergency Identity Verification Service	Open	12/3/2020	Software
BPM021803	Request for Proposals No. 08-2021 Landscape Maintenance	Open	12/23/2020	Landscaping services

Figure 3: Public Solicitations results.

This will display the page showing the details of the solicitation.

<

IFB Invite for Bid Test 1 (BPM021813) : Lot 1 / Round 1

<<

i Solicitation Info

Pricing (Ext)

Questionnaire (Ext)

Add to My Solicitations

Acknowledgement

To respond to this Solicitation, please acknowledge receipt.

Title

IFB Invite for Bid Test 1

ID

BPM021813

Lot #

1

Round #

1

Status

Open



Subject

New Solicitation Invitation for Grooming for K-9 Units

Message

You are invited to respond to the solicitation listed below. Please [CLICK HERE](#) to access the solicitation in eMMA.

It is important that you read all the documents within the solicitation thoroughly and carefully. If this is Round 2 or greater, you **MUST** advance your response from the previous round (update if necessary) and resubmit.

A new web link is created and shared in the email each time a solicitation round is updated. Be sure to update your bookmarks to the new web link as the old link will not contain the new round(s).

- RFX name : Grooming for K-9 Units
- RFX id : 29680
- Main commodity : Live Plant and Animal Material and Accessories and Supplies
- Lot # : 1
- Round # : 3
- End date : 12/22/2021 12:00:00 AM
- Requester : Sade Clarke
- Supplier name : Charm City HR Solutions

We look forward to hearing from you,

Regards,

Sade Clarke

 eMMA_logo_SM__1_.jpg

CHECKING YOUR SUBMISSION

1. Most current round?
2. Acknowledged all Rounds (if required)?
3. Upload your attachment(s)?
4. Re-upload your attachment and delete the old one for a new round?
5. Enter pricing tab/line item(s) (if required)?
6. Read and confirm all items?
7. Added correct contacts to your bid/proposal?



Understanding Notifications

- You'll receive system-sent notifications at different stages of the solicitation.
- Examples include.
 - Initial Supplier Registration & Setup
 - New Solicitation Posting(s)
 - Selection or Non-Selection of Award*
 - Contract Award Signature or Acknowledgment*



** Please note that many system-sent notifications are at the discretion of the Procurement Officer to send via the system or directly through their Agency email provider. **CHECK YOUR SPAM or JUNK MAIL!***

Conclusion

- Key is to make sure all information is updated and correct
- Check your spam or junk mail folders
- Use eMMA to find solicitations or other vendors
- Apply even if you think you can't do it!
- Contact the Procurement Officer!
- Attend all Technical Training Classroom programs!
- Take additional eMMA Training



eMMA Contact and Training Information

- <https://procurement.maryland.gov/vendor-training-and-resources/>
- <https://gotostage.com/channel/emmavendortraining>
- dgs.osp-mdpa@maryland.gov
- emma.helpdesk@maryland.gov



Upcoming Webinars and Outreach Workshops

Thursday, April 28, 2022

10 a.m.

Prime Contracting in Maryland's
Small Business Reserve (SBR) Program

Tuesday, May 24, 2022

10 a.m.

The R&D of a Digital
Marketing Strategy

Wednesday, May 11, 2022

9 a.m. – 12 pm

Military Small Business Appreciation Breakfast
(in-person)

Thursday, May 26, 2022

10 a.m.

Know Your Customer:
Insights Into Doing Business with
the State of Maryland

Registration opens approximately 3 weeks prior to the event.



Upcoming Webinars and Outreach Workshops

Small Biz Resource Connections Webinars

Friday, June 2, 2022

10 am – 11 am

Department of Housing & Community Development
Business Lending

Ready, Set , GROW! Procurement Connections Workshops

Wednesday, June 15, 2022

(Virtual)



Casino Outreach

TBD

(In-Person)

**SAVE THE
DATE!**



Resources

www.goMDsmallbiz.maryland.gov



Mining Public Data Techniques

Series of Videos & Presentations

[eMaryland Marketplace
Advantage \(eMMA\)](#)

[Procurement Forecast](#)

[Board of Public Works](#)



Resources & Partners

Governor's Office of Small, Minority & Women Business Affairs

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

Maryland's Office of Minority Business Enterprise (OMBE)

<https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=90>

Maryland Small Business Development Center (SBDC)

<https://www.marylandsbdc.org/>

Maryland Procurement Technical Assistance Center (PTAC)

<https://www.mdptac.org/>

Greater Baltimore SCORE

<https://greaterbaltimore.score.org/>

Maryland Women's Business Center (MWBC)

<https://marylandwbc.org/>

Baltimore-Metro Women's Business Center (Balt-Metro WBC)

<https://www.baltmetrowbc.org/>



A wooden-framed letterboard with a black felt surface is centered on a rustic wooden table. The words "Thank You" are written in white, serif, letter-shaped cutouts. The board is surrounded by various objects: a vintage-style rotary telephone is partially visible in the top right corner, and a wooden object, possibly a clock or part of a desk, is in the bottom left corner. The lighting is soft, creating a warm, nostalgic atmosphere.

Thank
You